

REG COORDINATORS ALERT!! EXTENDING EMERGENCY REGULATIONS:

Under the Administrative Process Act (§ 2.2-4011 D), an agency may ask the Governor to extend an emergency regulation for an additional six months beyond the initial expiration date. Section 2.2-4011 D also requires the agency to notify the Registrar of Regulations of the new expiration date as soon as practicable after approval by the Governor. Unless we receive notice of an extension, our office removes an expired emergency regulation from the Virginia Register [emergency regulations](#) webpage.

Notifying our office is easy! Simply email the following information to VAregs@dls.virginia.gov (if possible, send notification PRIOR to the initial expiration date):

- RIS project number
- VAC number and title of regulation
- Volume and issue of the Virginia Register where the emergency was first published
- Statutory authority
- Beginning effective date and new expiration date
- Form TH-11 indicating Governor's approval of the extension
- Agency contact (name, agency, address, telephone, and email address)

Need to Make a Change after Filing with Registrar?

If you change public hearing dates, effective dates, or any other information for a regulatory action on the Town Hall after the official record is filed with the Registrar's Office, the Registrar's Office does not receive notification of the update. To make additions, deletions or corrections to the official record, contact our office directly and as quickly as possible so we can publish the most up-to-date information in the Register.

In most instances, if we receive notice of the change in time, we will publish it in the Register, and the Regulation Information System will automatically send the updated information to Town Hall six days prior to the Register publication date. The exception is agency background statements, which you will need to update directly in Town Hall.

Inside this issue:

EMERGENCY REGULATIONS	1
CHANGES AFTER FILING	1
GETTING TO KNOW YOU	2
ELECTRONIC ONLY SUBMISSIONS	2
REGISTER CONTACTS	3
PUBLICATION DATES	3
REGULATION BREAKDOWN	3

GETTING TO KNOW YOU

This month we take a closer look at **Margaret Roberts**, the agency regulatory coordinator for the Department of Education. Margaret began working for the Department of Education in 1980 as a monitor for Title I programs, which involved traveling across the state visiting schools and interviewing school administrators. For the last 25 years, she has served as the executive assistant to the Board of Education, which includes the regulatory liaison duties.

Before coming to state government, Margaret received a B.S. from Longwood College (now Longwood University), a master's degree from the University of Virginia, and a Ph.D. from Florida State University. She was an assistant dean of students at Longwood then taught at Ferrum College before getting married and moving to the big city.

In her free time, Margaret loves to play golf. Her claim to fame is that the first time she was on a golf course of any kind (September of last year, to be exact) she got a hole-in-one. She is married to another career state employee, and they celebrated their 29th anniversary this summer.

“Rome wasn’t built in a day. Here at the Department of Education, we have a step-by-step checklist of the entire process, NOIRA to Final. I make sure that all staff members working on regulations have the checklist as a guide. Once they get over the shock of seeing what's involved, I tell them: Don't even think about trying a short cut. The whole process works smoothly, and we depend heavily on advice from the staff at the Registrar's office. They're the "you call, we haul" folks when you need some help.”

- Margaret Roberts

UPDATE ON ELECTRONIC-ONLY REGULATION SUBMISSIONS

The Virginia Register Act establishes the Office of the Registrar of Regulations as the central repository of state agency regulations. In its current form, [§ 2.2-4103](#) requires final regulations to be accompanied by a **signed** statement or certification that they are full, true, and correctly dated. **House Bill 388**, sponsored by the Virginia Code Commission, amends the Virginia Register Act to allow final regulations filed with the Registrar of Regulations to be certified electronically without a physical signature. With

the implementation of the Regulation Information System in 2007, the structure was put in place to securely accept electronic submissions. House Bill 388 has passed both houses and is on its way to the Governor for his signature.



HOW CAN WE HELP YOU? VIRGINIA REGISTER STAFF CONTACTS

Our staff is available to assist you with your questions or concerns. Please don't hesitate to call us at (804) 786-3591!

Questions about:	Should be directed to:
Administrative Process Act	Jane Chaffin, ext. 262
Virginia Register of Regulations	June Chandler, ext 258
Administrative Code	Karen Perrine, ext 260
Regulation Information System	
Regulatory coordinator changes	
RIS training dates/registration	Terri Edwards, ext. 268
Newsletter	
Records (permanent and archived regulation files)	Tina Long, ext. 261
Regulation history research assistance	
Guidance documents	
General notices	
Confirmation of receipt of regulation or other submissions	Rhonda Dyer, ext. 262
RIS technical assistance	

VIRGINIA REGISTER PUBLICATION DATES

Documents Filed by Noon on	Will be Published on
February 24	March 15
March 10	March 29
March 24	April 12
April 7	April 26
April 21	May 10
May 5	May 24

REGULATION BREAKDOWN

Totals by stage published in:

	JAN	FEB
NOIRA	5	5
Proposed	5	13
Final	16	25
Fast-Track	1	1
Emergency	1	0
TOTALS	28	44